

Orientation notes

TOPIC: REGISTRATION, RECORDS, AND GRADUATION

When can you register for next term?

Students who are enrolled may participate in Priority Registration for the upcoming semester. Those who are not enrolled may participate in Early Registration for an upcoming semester.

What happens to your records if you drop out before the end of the term?

If you officially drop classes during the drop/add period at the beginning of the term, there is no grade posted to your transcript. If you fail to officially drop (just disappear), the instructor will drop you with the grade of “W” for no show and you will not be eligible for refund. If you officially withdraw after drop/add period, a grade of “WP” or “WF” will appear on your transcript.

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

According to FERPA, directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a student's prior written consent. If you do not want Blue Ridge Community College to disclose directory information from your education records without your prior written consent, you must notify the Registrar's office in writing to ask for a block to be placed on your record. For a list of directory information please refer to the Blue Ridge Community College catalog.

Who has access to your file?

If a student is 18 years and above, the student has access to his file. If a student is under 18, the student and their parent/legal guardian have access. Anyone in the college “who has a need” would have access to the file. “Who has a need” is defined as someone such as a BRCC advisor, counselor, financial aid officer, or student services personnel working with files. Other individuals may view your records if you are with them at the time of request or if you have sent them with a signed note to view documents.

What procedure do you follow when you believe that your grade is incorrect?

Phone the Office for Instruction. If grade that was turned in by faculty is grade reflected on WebAdvisor, then you will be instructed to phone the faculty member

What rules apply if you need to repeat a class?

You can repeat a class one time. Please remember that the last time counts in your grade point average so it is best to make at least the same, if not better, grade on the second try.

What is academic probation?

Probation is when your cumulative grade point average falls below 2.00. Your transcript will reflect “probation” for each term you are on probation. A letter will be sent to you explaining that you are on probation and which counselor to meet with for a probation conference. At this conference, you will get assistance on how to raise the grade point average to be above 2.00. If after several attempts the grade point average does not reach at least 2.00, the counselor will recommend suspension. Suspension means you will not be allowed to register for one term. When you return, you will need to make some adjustments in your schedule, major, and/or possibly retake some courses to get your grade point average raised.

What are graduation requirements?

You must have completed, with a passing grade, all required courses and electives for your program of study and have an overall grade point average of 2.00. This is not rounded from 1.999! You must not owe any obligations to BRCC, such as transcripts, monies, tools, library fines/books, parking fines, etc. You must apply and pay graduation fee to get diploma ordered and be placed on graduation program. The application should be completed when you register for your last semester.

What happens to your records if you owe money to the college for any reason?

Your file will be flagged so you will be unable to get a BRCC transcript of grades and/or diploma until all obligations are met.

How does a person graduate with honors?

Your final grade point average for your program of study must be at least 3.50 and above. This does not round up from a 3.499. Your name is announced at graduation as being an honor graduate and a gold honor graduate seal is placed on your diploma.

What is the Dean's List? How do you qualify for it?

The Dean's List is compiled after grades are issued at the end of each term. Names of students who meet the following criteria will be published as being on the BRCC Dean's List and “Dean's List” also appears on the student's transcript for that term. The following must be met: 3.500 and above grade point average, full time in your program of study, declared a major in a degree or diploma program, no grades of WP, I, D, F, WF, W.

How do I get a copy of my BRCC transcript?

We must have an original signature on a request. Transcript requests may be faxed or scanned and sent via email to the registrar's office. Transcripts are \$3.00 for each official copy requested.

How do I calculate a GPA?

A GPA is obtained by dividing the total number of grade points earned by the total number of semester hours attempted. If a student has earned 136 grade points on 48 hours attempted, the grade point average is 136 divided by 48, or 2.833.

A-4 grade points for each semester hour
B-3 grade points for each semester hour
C-2 grade points for each semester hour
D-1 grade point for each semester hour
F-0 grade points for each semester hour
I-0 grade points for each semester hour
WF-0 grade points for each semester hour
WP-0 grade points for each semester hour
W-0 grade points for each semester hour

What is WebAdvisor?

WebAdvisor is a tool students are able to use to register for classes, pay online, view grades, unofficial transcripts, and many more options. The link to WebAdvisor can be found on BRCC's homepage.

Educational Plan

An educational plan is a plan that is created during an advising session with your faculty advisor. The plan consists of recommended courses that a student and advisor have discussed. All degree-seeking students must meet with an advisor prior to registering on the web.